



## BUSINESS LICENSE APPLICATION

Business Name:	_____			
Bus. Owner Name:	_____			
Business Address:	_____ (physical address not P.O. Box)			
Mailing Address:	_____			
Bus. Phone No.:	( ) - - - - -	Contact Phone No.:	( ) - - - - -	
Email Address:	_____ @ _____			
Bus. Website Address:	_____			
Business Type (circle one):	Nonresidential <sup>1</sup> Massage <sup>4</sup> Other: _____	Home Based <sup>2</sup> Cottage Food Operation <sup>4/5</sup>	Solicitor	Street Vendor/Mobile Vendor <sup>3</sup> Contractor/Installer
Ownership Type (circle one):	SINGLE OWNER	PARTNERSHIP	CORPORATION	NON-PROFIT
Social Security No.:	- - - - -	OR Federal ID No.:	- - - - -	
Contractors License No.:	_____	Resale Tax No.:	_____	
State ID No.:	_____	No. of Employees:	_____	

Please describe the nature of your business: *(limit to 50 characters)* \_\_\_\_\_

**Certification and Acknowledgement:** Business Licenses are issued subject to information provided herein. Any change in the information may invalidate the Business License. The Business License is not transferable to a new owner, new type of business, new type of business activity, or new location. It is the responsibility of all Business License Applicants to identify and obtain all permits and approvals required by Federal, State, City, or County regulations. It is also the responsibility of the applicants to comply with all City Building and Zoning Regulations and Ordinances. Failure to do so may invalidate your right to do business in the City.

Please Note: The State of California enacted SB 1186, which became effective on January 1, 2013, that requires the City to collect an additional \$4.00 which each new business license or business license renewal application. The \$4.00 is used by the State to facilitate compliance with the Federal Americans with Disabilities Act of 1990.

I hereby affirm that the statements made in this application are true and correct. I understand that I may not conduct business in the City until I receive my license(s). The Business License Tax is refundable if the application is not approved. **This application is public record.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

*Thank you for doing business in the City of Lincoln!*

<sup>1</sup> Please complete and submit the *Police Department Emergency Contact Form*

<sup>2</sup> Please complete and submit the *Home Occupation Clearance Form*

<sup>3</sup> Provide proposed vending location(s)

<sup>4</sup> Provide a copy of your license/certificate from the State of California

<sup>5</sup> Provide a copy of your license/certificate from Placer County

◆For Official Use Only◆

- |  |  |
|--|--|
| <input type="checkbox"/> \$64.00 (Commercial)                    | <input type="checkbox"/> \$79.00 (Residential/Home Occupation) |
| <input type="checkbox"/> \$4.00 (Non Profit/Veteran)             | <input type="checkbox"/> \$114.00 (Solicitor)                  |
| <input type="checkbox"/> Other (check with Utility Billing Dept) |  |

☐ Cash \_\_\_\_\_ or ☐ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED** ☐ **DENIED** ☐

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_

Building Department: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Labor Standards Enforcement  
P.O. Box 420603  
San Francisco, CA 94142  
Tel: (415) 703-4810  
Fax: (415) 703-4807



Please take a moment to review the following information which is being provided in an effort to assist you in your efforts to begin your new business enterprise:

The State of California, through statutory mandates, requires that certain businesses and/or individuals obtain a license, registration or certification through the Division of Labor Standards Enforcement (DLSE) prior to commencing business and to maintain that license in good standing:

DLSE requires licenses for:

Farm Labor Contractors

Talent Agent

Industrial Homework

○ License to Employ Industrial Homeworkers

○ Permit to Work as an Industrial Homeworker

Employers, supervisors and transporters of minors working in door-to-door sales

DLSE requires registration of:

Garment Manufacturers/Contractors

Car Wash and Polishing businesses

DLSE provides certification of:

Studio Teachers

DLSE collects bonds for businesses engaging in:

Fee-Related Talent Services

Finally, please note that an Entertainment Work Permit is required of all minors wishing to work in the entertainment industry and any employer wishing to employ a minor in the entertainment industry is required to complete an Application for Permission to Employ a Minor in the Entertainment Industry.

Information on the licensing requirements and downloadable application forms, instructions and other documentation required to complete your application can be accessed on the DLSE website at <http://www.dir.ca.gov/dlse/dlseLicensing.html>. In addition, the DLSE provides a network of 18 District Offices which can provide further assistance if necessary. To find the office closest to you, please go the DLSE website at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.

**GOOD LUCK IN YOUR NEW BUSINESS !!**  
**WE WELCOME THE OPPORTUNITY TO ASSIST YOU !!**

Julie Su  
Labor Commissioner